

IN THE DISTRICT COURT OF THE VIRGIN ISLANDS
DIVISION OF ST. CROIX

KEVONGH J. GRANT

Plaintiff,

v.

APTIM ENVIRONMENTAL AND
INFRASTRUCTURE, INC., WITT O'BRIEN'S, LLC,
ODEBRECHT CONSTRUCTION, INC., NATHAN
McCANN, ANDRES McCANN, JOHN DOES, JANE
DOES AND UNKNOWN CORPORATIONS

Defendants.

Case. No. 1:19-CV-0025

EXHIBIT 6



SECURITY BADGING PROCEDURE EHRVI PROGRAM

October 26, 2018

PURPOSE

This guideline is provided to assist in the process of identifying personnel employed on the EHRVI project through the issuance of identification to each individual, on both islands of St. Croix and St. Thomas. Badging is essential for ensuring the security of the entire team, and providing a consistent appearance on the project – giving certainty to the program's applicants at their homes, to our client and key stakeholders, and among our colleagues as to the bona fide identity of team members. The process also allows for tracking the completion of various training programs, and identifying which personnel work for each of the various subcontractors.

- 1) **ENTIRE POPULATION:** Whether an APTIM employee or a subcontractor, all personnel on the project must be badged, and all must attend required orientation and safety trainings.
- 2) **SUBCONTRACTORS:** For subcontractor personnel, the steps are as follows:
 - a. Prior to getting a badge or training, the Tier 1 subcontractor will send an e-mail listing each employee that will attend training, and subsequently receive a badge.
 - b. Each listed employees must evidence an official and valid ID (driver's license, passport, etc.) which must be presented prior to training or badging.
 - c. The employee must provide a safety training approval form that has the employee's name, company name, and signature of a supervisor from the employing Tier 1 contractor. (Example attached).
- 3) **DATA MANAGEMENT:** When a badge is issued, the badge information is put on the master badging roster associated with each island. An electronic copy of each badge will be uploaded into the badging database.
- 4) **BADGE FEATURES:** A nomenclature protocol is used. See attached Example of the badge, and its components. Abbreviations are used to identify the various Tier 1 subcontractors. A number range is used to identify each subcontractor's personnel. (Example attached).
- 5) **REPLACEMENT:** If an employee has lost a badge, that employee will need a signed letter from his employer's lead to be reissued a badge. The master file will be referenced to ensure that the request, photo and information is up-to-date and correct. The requesting employee will present a valid ID prior to replacement badge being re-issued.
- 6) **TERMINATE/VOLUNTARY TERMINATE:** Tier 1 subcontractors are to advise when any of their employee leave the project, for any reason -- their badge must be returned to one of the APTIM island safety personnel. The person will then be placed on a "removed" or "terminated" roster. The badging administrator will consult the removed/terminated roster when a new or replacement contractor badge is requested. If the person requesting the badge is on the removed/terminated roster and seeks badging with any another contractor associated with the project, APTIM project management (operations and safety) shall be consulted and give final approval or withhold approval where applicable.



**SECURITY BADGING PROCEDURE
EHRVI PROGRAM**

October 26, 2018



SAFETY TRAINING APPROVAL FORM

EMPLOYEE NAME: _____

SUBCONTRACTOR: _____

ISLAND: _____

EMPLOYEE SIGNATURE: _____

SUBCONTRACTOR APPROVAL:

NAME: _____

TITLE: _____

SUBCONTRACTOR SIGNATURE: _____






PHONE: _____

DATE: _____








Company Name	Badge ID #
APTIM-STX	APTIM 000-499
APTIM-STT	APTIM 500-999
Island Services	IS 1001-1999
ALLCO	AL 3000
Telacu	TC 3001-3020
Patriot	PA 4001
At-Risk	AR 5000-5999
Newton	NEW 5001
Clever Maniacs	CM 7001-7036
Navigation	NA 10001-
Triangle	TR 11000-110020

APTIM00191

Emergency Home Repairs VI		
 APTIM Employee Name http://www.ehrvi.com Telephone 844-813-9191	Employee Photo AL 000	AL = ALLCO Badge ID #
 APTIM Employee Name http://www.ehrvi.com Telephone 844-813-9191	Employee Photo AR 000	AR = At-Risk Badge ID #
 APTIM Employee Name http://www.ehrvi.com Telephone 844-813-9191	Employee Photo CM 000	CM = Clever Maniacs Badge ID #
 APTIM Employee Name http://www.ehrvi.com Telephone 844-813-9191	Employee Photo IS 000	IS = Island Services Badge ID #
 APTIM Employee Name http://www.ehrvi.com Telephone 844-813-9191	Employee Photo TC 000	TC = Telacu Badge ID #

APTIM00192

Emergency Home Repairs VI		
 APTIM	Employee Photo LG 000	LG = Lionsgate Badge ID #
Employee Name		
http://www.ehrvi.com	Telephone 844-813-9191	
Emergency Home Repairs VI		
 APTIM	Employee Photo NA 000	NA = Navigation Badge ID #
Employee Name		
http://www.ehrvi.com	Telephone 844-813-9191	
Emergency Home Repairs VI		
 APTIM	Employee Photo NEW 000	NEW = Newton Badge ID #
Employee Name		
http://www.ehrvi.com	Telephone 844-813-9191	
Emergency Home Repairs VI		
 APTIM	Employee Photo PA 000	PA = Patriot Badge ID #
Employee Name		
http://www.ehrvi.com	Telephone 844-813-9191	
Emergency Home Repairs VI		
 APTIM	Employee Photo TR 000	TR = Triangle Badge ID #
Employee Name		
http://www.ehrvi.com	Telephone 844-813-9191	

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